

Computer Maintenance Tutorial #2

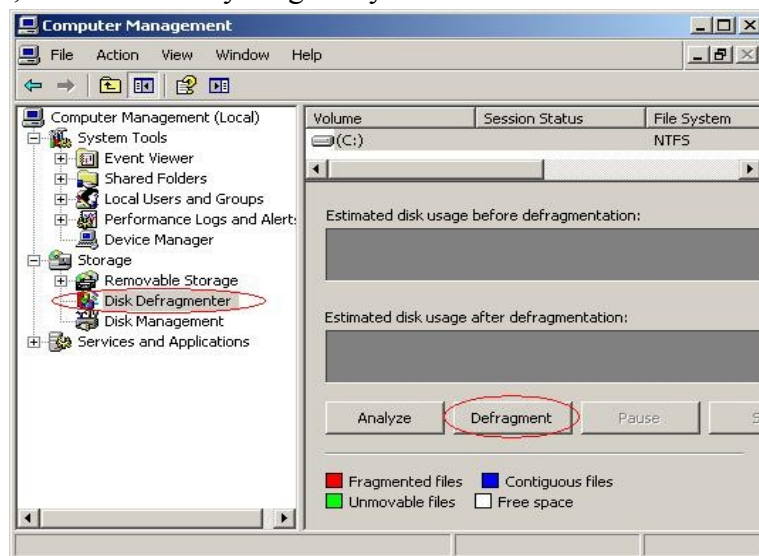
Just like a car and a house, a computer also needs maintenance. To understand your device you should read your manual. Here are a few things that you should know:

- Constantly check for software and anti-virus updates
- Backup important documents with external drivers
- Clean the outside of your computer (monitor, tower and keyboard) by:
 1. Using a can of compressed air to clean the dust in the tower (internally and externally)
 2. Wiping down your monitor with a clean moist cloth
 3. Vacuuming the crumbs and dust from your keyboard
 4. Cleaning the top and bottom of your mouse with rubbing alcohol and opening the back of the mouse to clean the ball (do not do this with the laser mouses)
- Before you turn your computer back on, make sure everything is dry

Defragging on PC

This is the process when the computer organizes the contents in your computer and makes the files closer and creates more free space on your computer. When you are defragging, do not stop a defragging session because it is not good for the computer. To defrag a PC you:

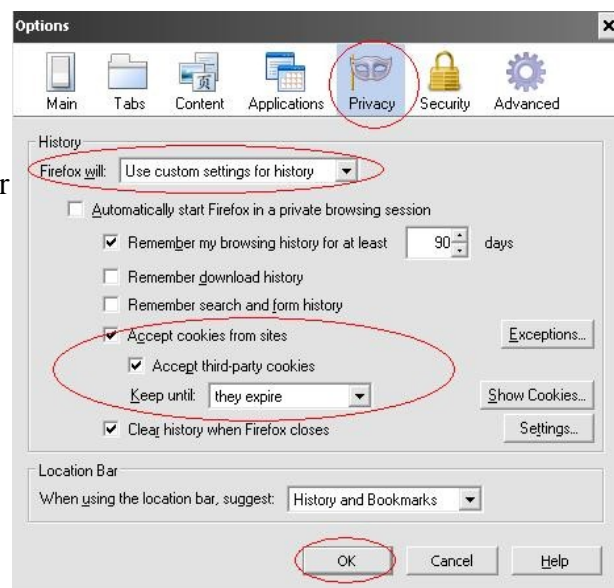
- (1) Left click on “start”
- (2) Left click on “control panel”
- (3) Left click on “administrative tools”
- (4) Left click on “computer management”
- (5) On the left hand side, left click on “disk defragmentor”
- (6) On the main page, left click on “defragment”



Deleting Cookies

Cookies are very tiny text files that are put on your computer whenever you visit a website. If you do not delete the cookies, the previously viewed website will automatically recognize that your computer has visited the website before.

There are 2 types of cookies-- temporary and permanent. The temporary (session) cookies are temporarily stored in the browsers memory and are deleted whenever you close your Internet Browser. Permanent (persistent) cookies will



permanently be stored on your hard drive unless you delete them manually.

To delete cookies in Internet Explorer you must:

- (1) Left click on “tools”
- (2) Left click on “Internet options”
- (3) Left click on “general”
- (4) Left click on “delete”

To delete cookies in Mozilla Firefox you must:

- (1) Left click on “tools”
- (2) Left click on “options”
- (3) Left click on “privacy”
- (4) Left click in the box beside “accept cookies from sites” and “accept third-party cookies”
- (5) Left click on “keep until: I close Firefox”
- (6) Left click on “OK”

Anti-Virus & Firewall Protection

Anti-Virus is used to protect your computer on the Internet from harmful viruses. These viruses can come in forms of websites, email attachments, etc. Viruses can severely harm your computer. Then, there is FireWalls. FireWalls stop unwanted spy wear and individuals from seeing what is on your computer. This type of protection is necessary to stop important information on your computer from leaking out to unwanted individuals.

- To download an Anti-Virus and FireWall protector, a free version of AVG is offered on the Internet.
- To download an Anti-Virus for Mac, a free version called ClamXav is offered on the Internet.

